



# Employment Internship Opportunities

## **PROGRAM DESCRIPTION**

Employment internship opportunities are intended to assist participating employers with temporary work needs, while giving trainees hands-on experience in a career setting. The Department of Workforce Services (DWS) administers employment internship opportunities in partnership with employers. We will develop a training outline based on your needs and the needs of the trainee. As an employer, you will be responsible for helping the trainee upgrade his/her skills, or explore career options according to the agreed upon training outline.

## **PROGRAM OBJECTIVE:**

Employment internships are intended to give trainees an opportunity to improve general skills, knowledge, and work habits necessary for successful employment. Employment Internship Opportunities also give trainees hands-on experience to gain occupational skills in a career setting.

## **BENEFITS TO PARTICIPATING EMPLOYERS:**

- You will have the opportunity to train potential employees exactly to your specifications.
- DWS will provide up to \$450.00 to train and supervise each trainee while participating on the three month employment internship opportunity.
- DWS will reimburse you for 100% of the trainee's wages during the employment internship opportunity.
- You are encouraged to evaluate the arrangement at the end of the training experience to determine whether a more permanent placement at your business place is appropriate.

## **EMPLOYER REQUIREMENTS:**

- To be an eligible employer, you must have a physical location in Utah, have at least one employee and be current in payment of Unemployment Insurance/Contribution taxes to the State of Utah.
- The wages paid to employment internship participants are exempt from Unemployment Insurance contributions.
- The wages paid to employment internship participants are exempt from Unemployment Insurance contributions. You are not required to pay quarterly taxes to UI Contributions for the trainee while they are participating in the Employment Internship Opportunity program; however, you will need to report the trainee as a New Hire. For additional information, please call 801 526-9235.
- You must provide your Federal Employer Identification Number (FEIN) and comply with all applicable federal, state and local laws, rules, and regulations.
- Training this trainee will cause no displacement, infringement on promotional opportunities, or other adverse effect on currently employed workers. The trainee cannot replace a worker currently on layoff or furlough status.

## **JOB SEEKER REQUIREMENTS:**

- The eligibility of the trainee is determined by DWS according to state and federal law. Trainees may include unemployed, under employed or employed workers who need to upgrade their skills, and workers entering the workforce for the first time.

## **NEXT STEPS TO PARTICIPATE:**

Participating employers must sign an agreement with DWS before accepting trainees from DWS.

For additional information and to sign a contract to participate, please contact the nearest DWS Employment Center. Employment Center locations are available at <http://jobs.utah.gov/regions/ec.html>

